



Regulations of awarding funds under the InterDocSchool project

Task 6. „New courses at WUST Doctoral School.”

§ 1

1. Funds are awarded under the InterDocSchool project implemented as part of the NAWA STER program, to organise new courses in English for the Doctoral School of the Wrocław University of Science and Technology.

2. The purpose of granting the funds under the InterDocSchool project is to increase the internationalisation of the Doctoral School of the Wrocław University of Science and Technology and increase the offer of courses in English for doctoral students of the Wrocław University of Science and Technology Doctoral School.

§ 2

Financial resources for the development of new courses in English for the Doctoral School of Wrocław University of Science and Technology may be granted only to employees of Wrocław University of Science and Technology employed as an academic teacher and meeting the requirements for conducting classes for doctoral students, specified in accordance with the Regulations of the Doctoral School, who submit a declaration that they will include the developed course in the offer of courses available at the Doctoral School of the Wrocław University of Science and Technology.

§ 3

1. A new course in English for the Doctoral School of Wrocław University of Science and Technology should last 30 hours.

2. The course may include various teaching options, including a lecture and a seminar.

3. The course may be developed by one person hereinafter referred to as the "Author" or a team hereinafter referred to as the "Authors". In the case of a team, a team leader should be identified and he will be the main person responsible for the preparation of the course.

4. All Authors should be employees of Wrocław University of Science and Technology and have extensive scientific achievements and experience in educating doctoral students.

§ 4

1. There will be one competition for the development of new English-language courses for the Doctoral School of Wrocław University of Science and Technology.



2. As a part of the competition funds will be awarded to develop three 30-hour courses in English for the Doctoral School of Wrocław University of Science and Technology.

3. Grounds for granting funds for the development of new courses in English for the Doctoral School of Wrocław University of Science and Technology are: scientific achievements and experience of the Author / Authors of the courses, a description of the proposed course and the opinion of the Council of Doctoral Students on the proposed course.

§ 5

1. Financial support for the development of new courses in English for the Doctoral School of Wrocław University of Science and Technology as part of the InterDocSchool project includes remuneration for the Authors.

2. The amount of remuneration for developing one course is determined in accordance with the applicable regulations (including those relating to social security contributions on the part of the employer) based on the gross / gross amount of PLN 24,000 specified in the InterDocSchool project application.

3. If the course is prepared by more than one Author, the team leader indicates the percentage of each Author contributing to the preparation of the course. In such a case, the remuneration is paid to individual Authors according to the indicated percentage.

§ 6

Financial resources to develop new courses in English for the Doctoral School of Wrocław University of Science and Technology are granted by a three-person Committee consisting of members of the Doctoral School Council and appointed by the Dean of the Doctoral School, hereinafter referred to as the "Committee".

§ 7

1. An application for having funds awarded to develop a new course in English for the Doctoral School of Wrocław University of Science and Technology, drawn up according to the form set out in Appendix 1, should be submitted within the time limit set by the InterDocSchool Project Manager.

2. Applications submitted after the deadline shall be left unconsidered.

3. Such application shall be submitted to the Committee through the Dean's Office of the Doctoral School. The competition announcement on the InterDocSchool website will provide details on a procedure concerning the submission of the application.

4. The submitted applications are assessed according to the criteria specified in Appendix 2. The Committee awards points on a scale of 0-10 for each criterion. The final results a weighted sum taking into account the weights applied to individual criteria.

§ 8



The Committee only considers applications submitted in accordance with the procedure specified in § 7, which meet the conditions referred to in § 2-4. Within four weeks after the expiry of the deadline for submitting the applications referred to in § 7, the Committee shall evaluate the submitted applications in accordance with the weights and scores given in Appendix 2 and make decisions on granting scholarships. Decisions are taken by an absolute majority of votes of the appointed members of the Committee. The decisions of the Committee are final.

§ 9

Information on granting funds for the development of new courses in English for the Doctoral School of Wrocław University of Technology is posted on the InterDocSchool project website and is forwarded electronically to the person who submitted the application.

§ 10

1. The development of a new course in English for the Doctoral School of Wrocław University of Science and Technology includes the preparation of:

- 1) A course syllabus in accordance with the course syllabus form in force at the Doctoral School of the Wrocław University of Technology.
- 2) Didactic materials for the course specified in the submitted application (script, multimedia presentations, video materials, etc.).

2. The developed materials listed in par. 1 should be submitted to the Committee through the Dean's Office of the Doctoral School by December 1, 2022.

3. The Committee accepts the submitted materials, documented with the relevant information in the minutes of the Committee meeting. In justified cases, the Commission may ask the Authors to supplement or correct the submitted materials.

§ 11

Payment of funds for the development of new courses in English for the Doctoral School of Wrocław University of Science and Technology under the InterDocSchool for Authors project is prepared by the Dean's Office of the Doctoral School pursuant to the legal regulations in force at Wrocław University of Technology and the STER program regulations.

§ 12

The Author or Authors are required to include in the teaching materials prepared for the course, acknowledgements containing the full name of the project ("This course was supported by NAWA STER Program Internationalization of Wrocław University of Science and Technology Doctoral School").



Appendix 1. Application form

I. Applicant(s) data (to be completed for each Applicant)

1. Full name:

2. Grade / Title:

3. University unit (Faculty / Department):

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4. Position held:

5. E-mail address:

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6. Do the Applicant / Applicants declare that the course will be included in the offer of courses at the Doctoral School of Wrocław University of Science and Technology: yes / no

II. Academic achievements and experience of the Applicant / Applicants (to be completed for each applicant)

1. List of publications (list of the most important covering the period of the last 10 years), registered in the DONA database in the following format: title, names of all authors, date (month and year) and place of publication, name of the publisher with ISSN, ISBN or ISAN number, current score on the ministerial list .

2. H index / indices (according to Scopus database):

3. Participation in international conferences, in the following format: name of the conference, place of the conference (city and country), date, title and type of presentation (e.g. plenary lecture, oral communication, poster), language of presentation, names of all authors.

4. List of invited lectures, in the following format: location (city and country), lecture title, presentation date.

5. Participation in national and international projects, in the following format: symbol, type of project, title, total amount of the project, project partners, implementation period, role of the applicant in the project and tasks performed.

6. Cooperation with social and economic communities (description of such cooperation and its duration).

7. Supervision of doctorate dissertations in the following format: full name of the doctoral student, dissertation's title, discipline, commencement and completion date.

8. Experience of the Applicant(s) in preparing and conducting courses for doctoral students (doctoral schools, summer / winter schools for doctoral students, tutorials, etc.).

III. Course description

1. Course title.....
2. Course description taking into account such aspects as: topicality of the subject, practical character, interdisciplinary..
3. List of scientific disciplines which the course is addressed to.
4. Prerequisites in terms of knowledge and skills.
5. Course objectives.
6. The teaching tool used.
7. Basic literature
8. Description of materials that will be developed for the courses (e.g. script, multimedia presentations, video materials).

.....
(Date)

.....
(signature of the Applicant)

Appendix 2. Application evaluation criteria

1. Admission Criteria

The candidate must comply with all admission criteria.

No	Assessment criterion	Rating
1	Declaration that the course will be included in the offer of courses at the Doctoral School of Wrocław University of Science and Technology	Yes/No

2. Detailed application evaluation criteria

The Committee awards points on a scale of 0-10 for each criterion. The final results a weighted sum taking into account the weights applied to individual criteria.

No	Assessment criterion	Weight
1	Assessment of the Author(s) (list of the most important publications over the period of the last 10 years, H index (according to Scopus database), invited lectures, participation in conferences, participation in national and international projects, cooperation with the social and	2



	economic communities, supervision of doctoral dissertations)	
2	Experience of the Author(s) in preparing and conducting courses for doctoral students (doctoral schools, summer / winter schools for doctoral students, tutorials, etc.).	2
3	Topics and description of the proposed course (topicality, practical nature, interdisciplinarity)	3
4	Use of modern teaching methods	1
5	Materials for a course (script, multimedia presentations, video materials, etc.)	2
6	Opinion of the Council of Doctoral Students	2